



Notice for Empanelment for Printing & Supply of Stationery Items

RHFL invites applications from well established, resourceful and experienced Printers for printing and supply of stationery like Loan Application forms, Files, Envelopes and etc. The Printers, who meet the eligibility criteria and the RHFL's evaluation, will be empanelled. The period of empanelment would be for 1 year from the date of issuance of formal empanelment order.

Eligibility Criteria:

1. The Printers should have made supplies to any major Public/private Sector Banks/NBFC (with minimum annual order quantity of Rs.10 Lakhs).
2. The Printing Unit should have stringent quality control measures for printing, binding, packing etc. to ensure supply of high quality stationery items.
3. RHFL would be required to procure Stationery items at short notice (within 5-7 days of placing the orders). Printers who are capable of meeting such stipulated schedule need only apply. Non-adherence to supply schedule will attract penalty prescribed by the RHFL.
4. Vendors based in Chennai will be given preference.
5. A self-declaration needs to be furnished by the Printer that he/his agency has not been blacklisted by any organization elsewhere till date.

Method of Submission:

The indicative list of items, description and requisite quantities thereon is enclosed. In case any clarification is sought regarding quality specifications etc., you may contact the Admin Dept at 9884397797 /8939844477 on any weekday between 10 am to 5 pm or visit our office in person with prior appointment.

The quotes (clearly describing the company profile, past work history and client list, proof of eligibility criterion No.1 and enclosing some sample work) shall be submitted in a sealed envelope (super scribing the envelope with "**Quote for Printing & Supply of Stationery**") to the below mentioned address on or before 15th July 2018 , 05:00 pm by Post/Courier (NOT BY HAND):

The General Manager (Admin),
REPCO HOME FINANCE LTD,
Third Floor, Alexander Square, New No: 2,
Sardar Patel Road, Guindy, Chennai - 600 032

RHFL reserves the right not to empanel any printers without assigning any reason whatsoever. Bringing any outside influence will lead to disqualification. For further clarification regarding items to be supplied, please contact Admin Manager Mob no: 9884397797/8939844477 (between 10:00 am - 05:00 pm on working days)



Grievance Mechanism: Any Printer participating in this process but aggrieved by the decision of the Company may submit his representation in writing (within 10 days of completion of the process) to:

The CHIEF OPERATING OFFICER,
REPCO HOME FINANCE LTD,
Third Floor, Alexander Square, New No: 2,
Sardar Patel Road, Guindy, Chennai - 600 032

The lists of stationery items to be printed in the FY 2018 -19 are as follows where the required quantity may vary depending upon the usage

Annexure

S.No.	FORM NO	Application Details	Specification	Required Stock 18-19 (approximate)
1	RH1	Loan Application Form	100 gam maplitho, size A3(OPEN) Paper 100 gsm maplitho, Multi colour	50000
2	RH2	Co Applicant	100 gam maplitho , size A4 Paper 100 gsm maplitho, Multi colour	25000
3	RH25	Request for release of instalment for construction	Green color map litho (a4 single color both side) 100 sheets perpad	1500 Pads
4		E.M.Register	legal sheet Green Color 100 sheets book binding with page number	600
5		Document Cover	Plastic Folder	25000
6		Files	Card Board	50000
7		Cheque cover	Plastic Folder	16000
8		Follow up book(RH 54)	Size 10" x 7.25" (1+1) single color one side per color 100 sheets per book)	500Pads
9		Staff Movement register	legal sheet Green Color 100 sheets book binding	200
10		Loan Application Register	legal sheet Green Color 100 sheets book binding	400
11		Bills receivable register	legal sheet Green Color 100 sheets book binding	700
12		Cheque issue register	F/c Size ledger paper binding 100 folios	300

13		Brown cover	12 / 10 size mysore craft	5000
14		Office covers	80 gsm multi color printing	21000
15		Leave card	300 gsm sirpur color board size a/ 4 size	500
16		Letter head	A/4 size 80 gsm multi color printing executive bond paper	50000
17		Green cloth covers	16/12 size with printing	15000
18		Pay slips	Water Mark 80 gsm 2 color printing, Maplitho .	10500
19		Letter Head Continuity Sheet	A/4 Size 80 gsm Maplitho(2 color printing) A4 Sheet Paper	35000
20		Office covers (Big)	(10/12)Size 100 gsm maplitho paper with window multi color printing	15000
21		Acknowledgement Post Card	Two color printing	7500

*All registers should have page numbers